

Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION
Request for Publication of Vacant Positions

27 SEP 2024

CSC - FO Office of the President

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PROFESSIONAL REGULATION COMMISSION in the CSC website:

JINKY JOY L. DELA CRUZ-PARIL
HRMO

Date: September 26, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Accountant I	PRC-DOLEB-A1-52-2008	12	30705	Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080	N/A	Central Office (Accounting Division)
2	Administrative Aide IV (Clerk II)	PRC-DOLEB-ADA4-61-2008	4	16209	Completion of two-year studies in College	None Required	None Required	Relevant MC 11 s. 1996, Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Commission Secretariat)
3	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-22-2016	19	53873	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Commission Secretariat-PRB Screening Unit)
4	Administrative Aide VI (Clerk III)	PRC-DOLEB-ADA6-50-2008	6	18255	Completion of two-year studies in College	None Required	None Required	Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Database Management Systems Division)
5	Administrative Aide VI (Clerk III)	PRC-DOLEB-ADA6-53-2008	6	18255	Completion of two-year studies in College	None Required	None Required	Career Service (Sub-professional) First Level Eligibility	N/A	Central Office (Database Management Systems Division)
6	Legal Assistant I	PRC-DOLEB-LEA1-22-2016	10	24381	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Hearing and Investigation Division)

7	Administrative Officer IV (Human Resource Management Officer II)	PRC-DOLEB-ADOF4-1-2023	15	38413	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Human Resource Development Division)
8	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-26-2016	19	53873	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (International Development Division)
9	Senior Professional Regulations Officer	PRC-DOLEB-SRPREGO-24-2016	19	53873	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Licensure Division)
10	Professional Regulations Officer III	PRC-DOLEB-PREGO3-42-2008	16	41616	Bachelor's Degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Rating Division)
11	Computer Programmer I	PRC-DOLEB-COMPRO1-59-2008	11	28512	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Central Office (Systems Development and Maintenance Division)

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than October 17, 2024.

1. Fully accomplished and Notarized Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and attached Work Experience Sheet which can be downloaded at www.csc.gov.ph (**The date of the duly notarized PDS must be within the publication period: September 26, 2024 to October 17, 2024**);
2. Performance Rating (**for private employees**) or DPCR/IPCR in the last rating period (**for government employees**);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records;
5. Certificates of Relevant Trainings and Seminars attended;
6. Designation order in case the applicant has been designated in an acting capacity or Officer-in-Charge in a Department/Office/Division (**Applicable for Chief Administrative Officer, Chief Professional Regulations Officer, Information Technology Officer III positions**) (**for government employees**);
7. Proof of related/relevant experience earned in special assignment/committees or Technical Working Group (TWG) (if applicable);
8. Letter of Intent, indicating the position/s that an applicant is/are applying for. (**Please note that an applicant may apply to a maximum of three (3) positions. The order of preference of these positions should be indicated in the letter of intent.**)

The following documents will be submitted only by the Top Five (5) Ranked Candidates:

9. NBI clearance or proof of application; (**for private employees**)
10. NBI, CSC, Ombudsman, Sandiganbayan Clearances or proof of application (**for government employees**);
11. Medical Declaration Form (**can be downloaded at PRC website**); and
12. Personality Test

QUALIFIED APPLICANTS are advised to send through email their application to:

ATTY. ANGIEREEN D. MEDINA
 Director IV, Administrative Service
 prccentralvacancies2024@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.